

ALL INDIA INSTITUTE OF AYURVEDA
(An Autonomous Organization under Ministry of AYUSH, Govt. of India)
Gautampuri, Sarita Vihar, Mathura Road,
New Delhi-110076

File no. Z-50/ 10/2021-AIIA-Part(4)

Dated: 11th May, 2023

ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANTS (Admin & Finance) IN THE PROGRAM MANAGEMENT UNIT UNDER THE PHARMACOVIGILANCE PROGRAM ON CONTRACT THROUGH 'WALK IN INTERVIEW' AT ALL INDIA INSTITUTE OF AYURVEDA, MATHURA ROAD GAUTAMPURI, SARITA VIHAR, NEW DELHI-110076

In order to fill up the following post on Contract (Temporary) basis, AIIA intends to conduct walk-in-interview on 25th May, 2023

S.NO.	No. of Post(s)	Name of the Post	Nature of Engagement	Age	Remuneration (Rs.)
1.	02	Consultant (Admin & Finance)	Contractual	Not more than 64 years of age on the date of the interview	Rs. 50,000/- per month

Eligibility

- Persons retired from the post of Section Officer/Under Secretary/Deputy Secretary/Doctor's or equivalent in the Government of India, State Governments, Attached & Subordinate offices, PSU's, Autonomous Bodies of the Government of India are eligible for the position of Consultant in their respective spheres of specialization.
- Graduates in Law, IT and other disciplines are eligible to be considered for selection for specific assignments as Consultants. However, the Domain Expert shall be PG degree holder in AYUSH systems/ related discipline. Such candidates must have at least 05-10years' experience in handling related matters (preferably with Government, Autonomous bodies) and should be well versed in dealing with the subject matter.
- Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential.
- Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedure, etc.

Age Limit:

- Should not be more than 64 years of age on the date of the interview.
- The contract shall not be extended beyond 05 years after superannuation.

Desirables:

- Who are proficient in working independently in MS Office and other computer applications.
- Who have handled finance/administrative matters and related issues while in service.

Other Conditions:

- Six days in a week work schedule will be applicable

- The assignment is on a full-time contractual basis and he/she has to ensure to attend the office on all working days and on holidays if required on account of exigencies of work for which no additional remuneration will be paid.
- The appointee is required to give an undertaking to the effect that he/she will obey all the rules and condition of the Institute during the period of service.
- The appointee is required to perform the duties and responsibilities expected by the authority and to perform all the duties assigned to him / her at regular intervals.
- Tax deduction at source: The Income Tax or any Tax liable to the deducted as per the prevalent rules.
- His / her appointment on contract basis will not confer any claim for further appointment or regularization to any post in the Institute.
- He / She shall not utilize / publish / disclose any part of the data or statistic or proceeding or information collected for the purpose of this assignment to any third party without the consent of the organization.
- If, the appointee wishes to resign; one-month notice is required.
- He / She shall be bound to hand over entire records of assignment to the institute before expiry of contract.
- On appointment, He / She must sign a Non-Disclosure Undertaking of the institute.

Leave: Shall be eligible for **Twelve days** Leave in a calendar year (with prior permission) besides Govt. holidays on pro-rata basis and thereafter remuneration would be deducted on pro-rata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to the next year.

Allowance: No TA/DA, no transport, mobile or medical allowances shall be admissible.

Selection Procedure: A Selection Committee shall be formed to make selection after following due procedures.

Interested persons may attend the **walk-in-interview** scheduled on **25th May, 2023 at Committee Room of Academic C-block, All India Institute of Ayurveda, Mathura Road, Gautampuri, Sarita Vihar, New Delhi- 110076** along with their resume, original certificates and certified copies of all relevant documents in the enclosed application form as Annexure-1.

Annexure-1

APPLICATION FORM

Recent color
Passport size
Photograph

i. Name of post applied for: _____

ii. Name of the candidate: _____

iii. Address for communication with telephone number & email:

iv. Date of birth and present age: _____

v. Last post held in government service prior to retirement along with the name of organization (with PPO) :

vi. Pay level/Grade Pay of the last post held:

vii. Educational qualifications: (additional sheets can be added if needed)

S.No.	Qualification	Board / University	Year of Passing	Max. Marks	Marks obtained	%

viii. Details of employment: (additional sheets can be added if needed)

S.No.	Post held	Organization / Deptt.	From	To	Nature of Duties performed

ix. References:

1. _____

2. _____

x. Any other relevant information: (add separate sheets, in case needed)

Signature of applicant

Date: